



COLORADO

Department of Public
Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

*** CDPHE-CACFP PROCEDURE MEMO CENTERS #16-14, FDCH #16-13 ***

DATE: July 27, 2016
MEMO CODE: CENTERS #16-14, FDCH #16-13
SUBJECT: Monitoring visits for sponsored facilities
TO: CACFP sponsoring organizations

The Colorado Department of Public Health and Environment, Child and Adult Care Food Program (“CACFP State Agency”) recently requested clarification from the United States Department of Agriculture (USDA) and reviewed regulations regarding sponsoring organization monitoring requirements pertaining to participating facilities that participate in the CACFP less than 12 months per year. This memorandum communicates new policies developed by the CACFP State Agency as authorized by Federal regulation. The intent of these policies is to reduce administrative burden for sponsoring organizations.

First 4-week visit after a break in participation:

Historically, sponsoring organizations conduct a four-week visit after program start-up following summer break from the school session at facilities operating less than 12 months per year. Typically, these facilities include Head Start programs, outside school hours care centers, and at-risk afterschool programs; however, the concepts may apply to certain situations in other types of facilities.

The *USDA Monitoring Handbook for State Agencies* states,

- At least one review must be made during each new facility’s first four weeks of Program operations.
- The first review requirement also applies to a facility that changes sponsors or to a facility that re-enters CACFP after a break in participation.

The USDA recently clarified State Agencies have the authority to define the duration of time and conditions to be considered a “break in participation” referenced above. Given this authority, the Colorado CACFP State Agency defines a break in participation as follows:

A break in participation is defined as:

- 1) The duration of six complete calendar months during which a facility approved to participate in the CACFP does not submit a claim for reimbursement.
- 2) The period of time during which a facility ceases participation with a sponsoring organization by terminating its agreement with a sponsor.

Under this definition, sponsoring organizations are no longer required to conduct a monitoring visit for participating facilities within the first four weeks of operation after summer break from the school session or other type of break, if the break in CACFP participation is less than six complete calendar months in duration and if the



facility has not terminated its agreement with the sponsoring organization. For these facilities, the USDA recommends, but does not require, sponsoring organizations complete a review within the first 6 weeks of operation according to the *USDA Consolidated Questions and Answers, Updated 2010*.

Prorating the number of monitoring visits:

The *USDA Consolidated Questions and Answers, Updated 2010* indicates State Agencies have the authority to allow sponsoring organizations to prorate the number of reviews required in a 12-month period according to the amount of time the facility is in operation. For example, if the center participates in the CACFP during 5-8 months of the sponsor's defined monitoring year, two visits are required during the year. If the center participates during 9-12 months in a monitoring year, three visits are required. The Colorado CACFP State Agency authorizes sponsoring organizations to use this option. For any sponsored facility, if problems arise during monitoring visits, additional visits may be necessary.

As illustrated in the example provided above, if the prorating calculation yields a decimal value, the sponsoring organization must round up to the nearest whole number, which represents the number of required reviews for the facility over a 12-month period. Sponsoring organizations that choose to use this option must contact the assigned CACFP State Agency Nutrition Consultant to confirm the correct calculation, discuss the change in procedure, and update the sponsoring organization's Management Plan to indicate the sponsoring organization's decision to use this option.

Streamlining monitoring visits for facilities that participate in the Summer Food Service program:

The Colorado CACFP State Agency reminds sponsoring organizations of the following information provided in CDPHE-CACFP Policy Memorandum, CENTERS #15-13:

Sponsoring organizations serving facilities participating in both the Summer Food Service Program (SFSP) and the CACFP are allowed to monitor both programs following the CACFP monitoring schedule year-round. One of the three annual reviews must occur during the summer for SFSP requirements, including the review of a meal service, and be unannounced. Two reviews must occur during the school year for CACFP requirements, one of which must include the review of a meal service, and at least one unannounced. If a facility that participates in the SFSP during the summer months only participates in the CACFP for less than 9 months of the school year, please contact the CACFP Nutrition Consultant for guidance regarding the number of monitoring visits required.

The Colorado CACFP State Agency expects these new allowances and clarifications to reduce administrative burden for sponsoring organizations. If questions arise, please contact the CACFP State Agency office at (303) 692-2330.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by

USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

